
HOW TO APPLY FOR A TENTATIVE TRACT MAP

When is tentative tract map review and approval required?

Tentative Tract Map review is required for all subdivisions creating five or more parcels, five or more condominiums, a community apartment project containing five or more parcels or for the conversion of a dwelling to a stock cooperative containing five or more dwelling units.

What is its purpose?

Review of Tentative Tract Maps helps to ensure development complies with the State Subdivision Map Act, Fremont Subdivision Regulations, City of Fremont General Plan, environmental, zoning, and building regulations, and requirements of Development and Environmental Services, Fire and Police Departments.

What does it cost?

At the time of filing, an initial deposit of \$4,800 is required. The total cost of a tentative tract map will depend on the amount of staff time required to review and process the application. Processing costs are billed on a time and material basis. Progress billings will be invoiced during the review of the project if charges exceed the minimum deposit. A refund will be invoiced at the completion of the project review if excess funds have been paid.

Who approves a tentative tract map?

The Planning Commission, at a public hearing, may recommend conditional approval or denial of the project.

The decision of the Planning Commission is appealable to the City Council.

What are the steps?

1. Talk with a planner in the Development Services Center to determine which regulations apply to your project and what materials you need to prepare.
2. Submit a completed application form, filing fee and the required materials for review (see attached).
3. Copies of your proposal will be referred to affected departments and other agencies for comment. The project planner assigned to your project will notify you whether your application is complete or if additional information or revised plans need to be submitted.

4. When your application is submitted to the Development Services Center staff, an applicant's meeting will be scheduled for you to meet with your project planner and other necessary staff to go over any issues which may have been found during the review of the project. The project applicant and the engineer who prepared the map are also asked to attend this meeting.
5. The project planner will prepare a report to the Planning Commission and will confirm with you the date of the Planning Commission hearing.

How long does approval take?

Actions on tentative tract maps are completed within 50 days of the date the application is determined to be complete.

If a full environmental impact report (EIR) is required, processing time can take up to one year for obtaining approval or denial.

What is involved in a public hearing?

A minimum of ten days prior to the hearing of an application for a tentative tract map, the applicant and all persons who own or occupy property within 300 feet of the boundaries of the project will be notified of the place, time and date of the hearing. The mailing list uses the addresses shown on the latest assessor's records. The Planning Commission will consider the project based on the staff report prepared for the project as well as evaluate testimony from the applicant and his/her representatives and the public. After the public hearing portion of the meeting is concluded, the Planning Commission may conditionally approve the project, deny it, or hold the matter over for reconsideration (with the applicant's consent).

May a decision be appealed?

An applicant or anyone else who is dissatisfied with a decision of the Planning Commission may appeal the Commission's decision to the City Council.

To appeal, a written statement explaining the appellants objection(s) must be filed with the City Clerk, with a \$50 appeal fee, within ten days after the decision has been made. A public hearing will then be set to consider the appeal. Appeals are generally heard within 30 days.

When are hearings held?

The Planning Commission holds public hearings on the 2nd and 4th Thursdays of each month, except during November, December, and January the schedule may vary, at 7:00 p.m. in the City Council Chambers.

Can I get additional information?

If you need additional information or if you have questions, please call (510) 494-4456.